

HELIOS AND MATHESON TIMESHEET MANAGEMENT SYSTEM

USER MANUAL

Helios and Matheson Timesheet Management System [HMTS]

Introduction

Helios and Matheson Timesheet Management System [HMTS] is a web based time tracking system. This is considered to be a very important tool in not just maintaining employee records for payroll calculations but also as an important time management tool that helps in improving the overall productivity of the organization.

A timesheet is a record of the number of hours an employee spends in completing a certain task. This task could be associated with a customer project or with internal business activities.

HMTS allows employees to quickly fill out timesheets and deliver them on time, even if they are on the move. Employees can easily use HMTS for all their activities instead of having to use different systems for different projects and record their time for them. This not only ensures that every employee is properly compensated for the hours that they have clocked in but also that the business does not lose any money by billing the customer fewer hours than what it has taken for the project.

Let us understand how Helios **and Matheson Timesheet Management System** works.

Helios and Matheson Timesheet Management System [HMTS]

Features & Instructions

The main features are:

- Web based user interface, no software needs to be installed on desktop machines.
- Level of access will depend on the logged in user type, the access will be allocated accordingly i.e. Employee, Manager and administration level.
- Create multiple projects per customer; assign multiple users to the same project.
- Have different start and end dates per user for each project assignment.
- Create default projects to which all users should be assigned (Holidays, PTO, Jury Duty, Bereavement Leave, etc...) so that we can keep track of those hours as well.
- Excel export/download of all your reports.

Instructions:

- Each user will receive an email with the user type, user id, one time password and URL from the administrator.
- Users can open our website <http://www.hmny.com> and go to employee section to view the HMTS login page else can type the direct URL <http://hmts.hmny.com> to view the same.
- For submission of the HMTS, you need to thoroughly read the user manual and follow the complete process.
- In case of any technical issues, send an email the technical support team. Technical support team email address is mentioned at the end of the manual.

Login Page

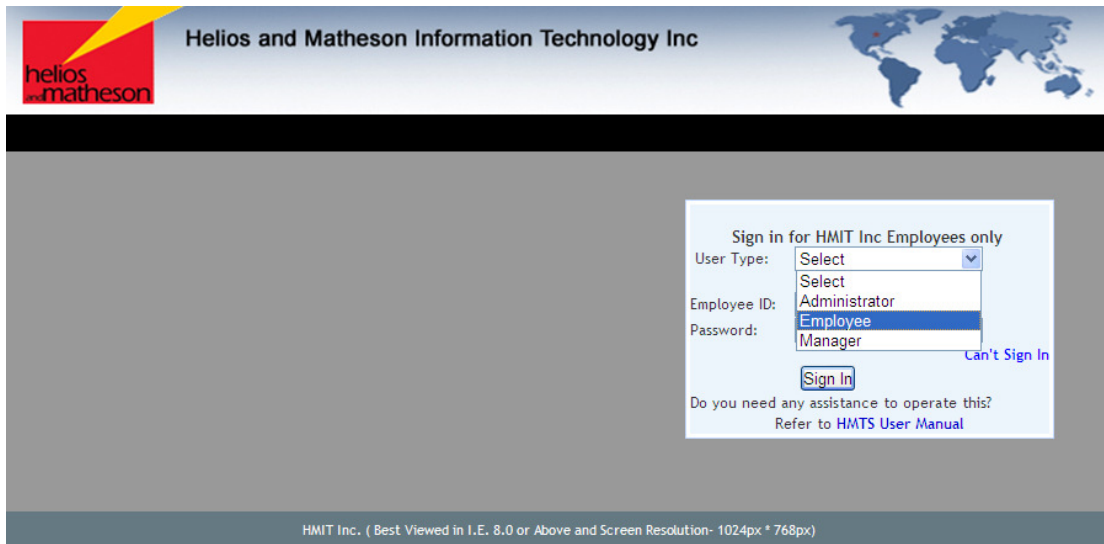


Illustration - 1

Administrator will define the level of access [i.e. **User Type**] to each individual based on the information received from the concerned department. Access levels are of 3 types: Employee, Manager and Administrator. Refer Illustration -1 above for user type access levels. Each user type is explained as below.

- A. Employee B. Manager C. Administrator

User Type: Administrator

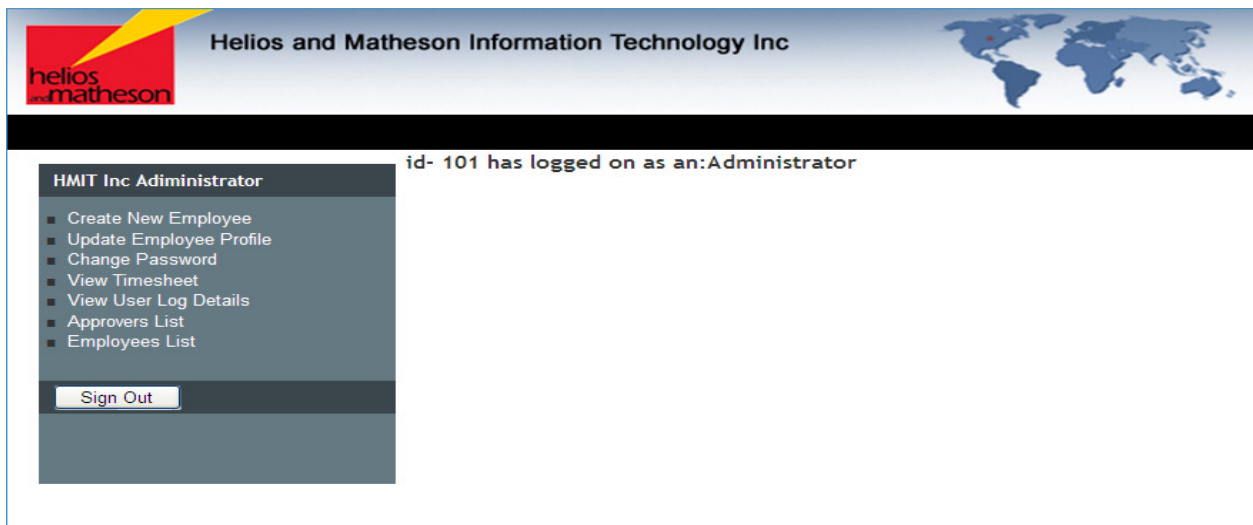


Illustration - 2

Refer to Illustration 2 and click on the appropriate link to **Create New Employee**.

Helios and Matheson Information Technology Inc

HMIT Inc Employee's User Creation

[Back](#) [Signout](#)

Employee ID: *

Full Name: *

Employee Email: *

Before filling the Emp. Data, Please click on 'check' to check availability of emp id

Joining Date: *

mm/dd/yyyy

User Type: *

Employee Type: *

Approver: *

Approver's email: *

Project Name: *

Client Name: *

[Submit](#) * marked fields are mandatory

[Message](#)

HMIT Inc. (Best Viewed in I.E. 8.0 or Above and Screen Resolution- 1024px * 768px)

Illustration - 3

- Administrator is responsible to fill in the new employee information
 - Any changes in regards to existing employee information should be communicated to the administrator
 - * *Mark fields are mandatory; Follow the instructions carefully:-*
1. Enter unique employee id, and click on “check” button to verify whether it is unique or existing, if it's already in existence, existing employee information will be displayed else it will display the message “**Employee ID Available**” for the new employee set up.
 2. Enter full name, employee email and click on “check” button to verify for duplication.
 3. Select joining date, user type, employee type and approver.
 4. Once the above steps are completed; Project Name, Client Name and Approver's email will appear automatically.
 5. Project Name and Client Name may be updated depending on the input that the administrator receives from the concerned department.
 6. Click on “SUBMIT” link to save the employee data.
 7. The new employee set up is complete. Upon which an auto email will be sent the new user with the following details i.e. User Type, User Id and One Time Password (OTP) along with the URL link to access the HMTS.

Update Employee Profile

Update Employee Profile will be explained in detail under user type Employee/Manager

Change Password

In case if any Employee/Manager cannot login

View Timesheet

Administrator is having rights to see the timesheet of any employee/manager, and if any employee doesn't have manager/approver, that employee/manager will be considered as client approval, client approval employee's timesheet and manager's timesheet can be approved by the administrator.

View User Log

Administrator can check Log Details of any employee, but manager can see only his/her associated employees and an employee can see only his/her log details

it will display all the information (I.e. user id, login time and date, logout time and date.)

[Back](#) User **101** has Logged on.... **Show All** **Show Log**

Delete Selected Logs **Select All** **Deselect All** **Down Load**

User id	Machine ID	Machine IP	Login Date	Login Time	Logout Date	Logout Time
☐ 15	localhost	127.0.0.1	2/8/2011 12:00:00 AM	14:10:00.2812500	2/8/2011	14:13:13.8593750
☐ 13	localhost	127.0.0.1	2/8/2011 12:00:00 AM	14:13:27.2968750	2/8/2011	14:31:01.6718750
☐ 101	localhost	127.0.0.1	2/8/2011 12:00:00 AM	15:34:23.2031250	.	.
☐ 101	localhost	127.0.0.1	2/8/2011 12:00:00 AM	15:49:40.6875000	2/8/2011	15:50:03.5156250
☐ 16	localhost	127.0.0.1	2/8/2011 12:00:00 AM	15:24:38.1250000	.	.
☐ 11	localhost	127.0.0.1	2/8/2011 12:00:00 AM	14:35:08.9218750	.	.
☐ 14	localhost	127.0.0.1	2/8/2011 12:00:00 AM	15:24:14.6718750	2/8/2011	15:24:28.6718750
☐ 101	localhost	127.0.0.1	2/8/2011 12:00:00 AM	15:52:34.6250000	.	.
☐ 12	localhost	127.0.0.1	2/8/2011 12:00:00 AM	14:34:44.3906250	2/8/2011	14:35:01.4062500
☐ 101	localhost	127.0.0.1	2/8/2011 12:00:00 AM	14:58:51.9218750	2/8/2011	15:01:20.7031250
☐ 101	localhost	127.0.0.1	2/8/2011 12:00:00 AM	15:07:04.4062500	2/8/2011	15:09:21.8906250

Illustration - 4

Above screen is applicable for all user types but selection options/permissions will be different

View Approvers List / View Employees List

Administrator can see the list of all Approvers and Employees

HMNA Timesheet Approver's List[Back](#)[Down Load](#)

EmployeeId	EmployeeName	EmployeeType	EmployeeEmail	ApproverId	ApproverName	ApproverEmail	Project	Client
101	Ajeet Singh	Administrator	asingh@hmna.com	101	Ajeet Singh	asingh@hmna.com	N/A	N/A
102	umesh ahuja	Manager	uahuja@hmna.com	101	Ajeet Singh	asingh@hmna.com	timesheet	hmna
103	Praveen Kumar	Employee	Praveen@hmna.com	102	umesh ahuja	uahuja@hmna.com	timesheet	hmna
11	aba	Employee	abc@gmail.com	102	umesh ahuja	uahuja@hmna.com	timesheet	hmna
12	manoj	Employee	manoj@gmail.com	102	umesh ahuja	uahuja@hmna.com	timesheet	hmna
13	kumar	Employee	kumar@gmail.com	102	umesh ahuja	uahuja@hmna.com	timesheet	hmna
14	swati	Employee	swati@gmail.com	102	umesh ahuja	uahuja@hmna.com	timesheet	hmna
15	Neha	Employee	Neha@gmail.com	102	umesh ahuja	uahuja@hmna.com	timesheet	hmna
16	manish kumar	Manager	manish@gmail.com	101	Ajeet Singh	asingh@hmna.com	Timesheet	hmna
17	Saurav Sharma	Employee	saurav07@gmail.com	102	umesh ahuja	uahuja@hmna.com	timesheet	hmna
20	manisha	Employee	manisha@gmail.com	102	umesh ahuja	uahuja@hmna.com	timesheet	hmna
21	nisha	Manager	nisha@gmail.com	16	manish kumar	manish@gmail.com	Timesheet	hmna
25	mansi	Employee	mansi01@gmail.com	102	umesh ahuja	uahuja@hmna.com	timesheet	hmna
30	hari	Manager	hari01@gmail.com	16	manish kumar	manish@gmail.com	Timesheet	hmna
32	mahi	Employee	mahi@gmail.com	102	umesh ahuja	uahuja@hmna.com	timesheet	hmna
40	vinay kumar	Manager	vinay01@gmail.com	101	Ajeet Singh	asingh@hmna.com	N/A	N/A
41	brijesh	Employee	brijesh@gmail.com	101	Ajeet Singh	asingh@hmna.com	N/A	N/A
42	brijesh kumar	Employee	brijesh1@gmail.com	102	umesh ahuja	uahuja@hmna.com	timesheet	hmna
45	suresh	Employee	suresh@gmail.com	102	umesh ahuja	uahuja@hmna.com	timesheet	hmna
50	vishal	Employee	vishal@gmail.com	102	umesh ahuja	uahuja@hmna.com	timesheet	hmna

Illustration - 5**HMNA Employees Info**[Back](#)

Joining Date wise Report

From

To

(MM/dd/yyyy)

[View](#)[Down Load](#)

EmployeeId	FirstName	MiddleInit	LastName	DOB	StreetAddress	City	State	Country	PhoneNumber	CellPhoneNumber	Email	MaritalStatus	Gender	emptype	dep_city	dep_st
101	Ajeet Singh	N/A	N/A	01/09/1977	N/A	N/A	N/A	N/A	08041157072	9620621711	asingh@hmna.com	Married	Male	Salaried	Bangalore	Karnat
102	umesh ahuja	N/A	N/A	2/1/2010	N/A	N/A	N/A	N/A	08041157072	234	uahuja@hmna.com	Single	Male	Salaried	Bangalore	Karnat
11	aba	N/A	N/A	1/2/2011	N/A	N/A	N/A	N/A	08041157072	9876652345	abc@gmail.com	Married	Male	Salaried	Bangalore	Karnat
103	Praveen Kumar	N/A	N/A	2/3/2003	N/A	N/A	N/A	N/A	08041157072		Praveen@hmna.com	Married	Male	Salaried	Bangalore	Karnat
12	manoj	N/A	N/A	12/1/1987	N/A	N/A	N/A	N/A	08041157072	9876678998	manoj@gmail.com	Married	Male	SUB	Bangalore	Karnat
13	kumar	N/A	N/A	12/29/2010	N/A	N/A	N/A	N/A	08041157072	0990098778	kumar@gmail.com	Married	Male	SUB	Bangalore	Karnat
14	swati	N/A	N/A	12/29/2010	N/A	N/A	N/A	N/A	08041157072	0990098778	kumar@gmail.com	Married	Male	SUB	Bangalore	Karnat
16	manish kumar	N/A	N/A	11/8/2005	N/A	N/A	N/A	N/A	08041157072	9087657887	manish@gmail.com	Married	Male	Salaried	Bangalore	Karnat
17	Saurav Sharma	N/A	N/A	12/8/1972	N/A	N/A	N/A	N/A	08041157072	9872345665	saurav07@gmail.com	Single	Male	SUB	Bangalore	Karnat
20	manisha	N/A	N/A	2/2/1997	N/A	N/A	N/A	N/A	08041157072	9087678998	manisha@gmail.com	Married	Female	Hourly	Bangalore	Karnat
21	nisha	N/A	N/A	1/4/2011	N/A	N/A	N/A	N/A	08041157072	9087564532	nisha@gmail.com	Single	Female	SUB	Bangalore	Karnat
25	mansi	N/A	N/A	1/1/2000	N/A	N/A	N/A	N/A	08041157072	9812344321	mansi01@gmail.com	Married	Female	Hourly	Bangalore	Karnat
32	mahi	N/A	N/A	1/1/2011	N/A	N/A	N/A	N/A	08041157072	9878676534	mahi@gmail.com	Married	Female	Hourly	Bangalore	Karnat
40	vinay kumar	N/A	N/A	3/14/1971	N/A	N/A	N/A	N/A	08041157072	8976675423	vinay01@gmail.com	Married	Male	Salaried	Bangalore	Karnat
42	brijesh	N/A	N/A	2/1/2004	N/A	N/A	N/A	N/A	08041157072	3568790876	brijesh1@gmail.com	Single	Male	Hourly	Bangalore	Karnat

Illustration - 6**User Type: Manager**

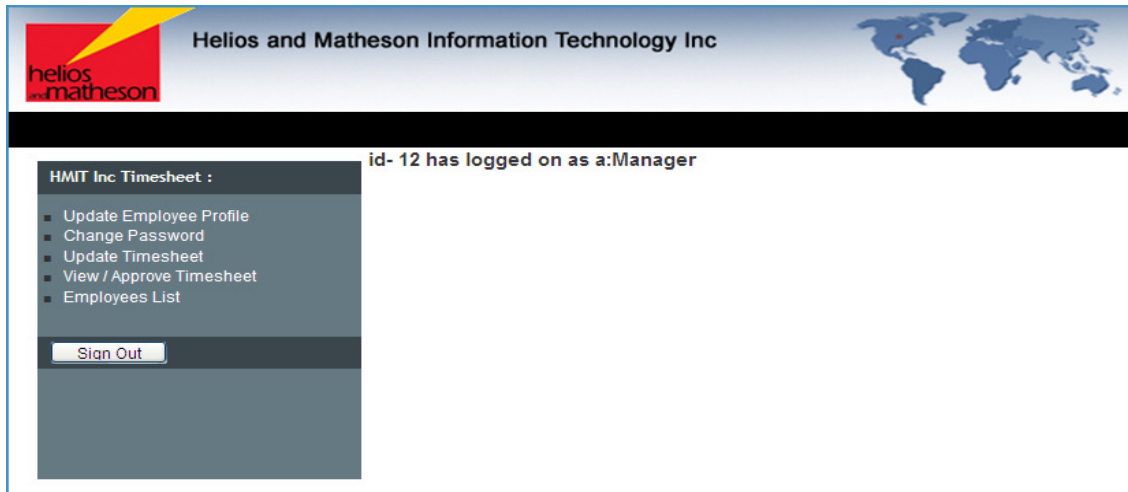


Illustration - 7

In first login it will force to change the password, without changing the password your account will not get activated, old password will be OTP (One time Password) sent on your email while registering the respective manager/employee.

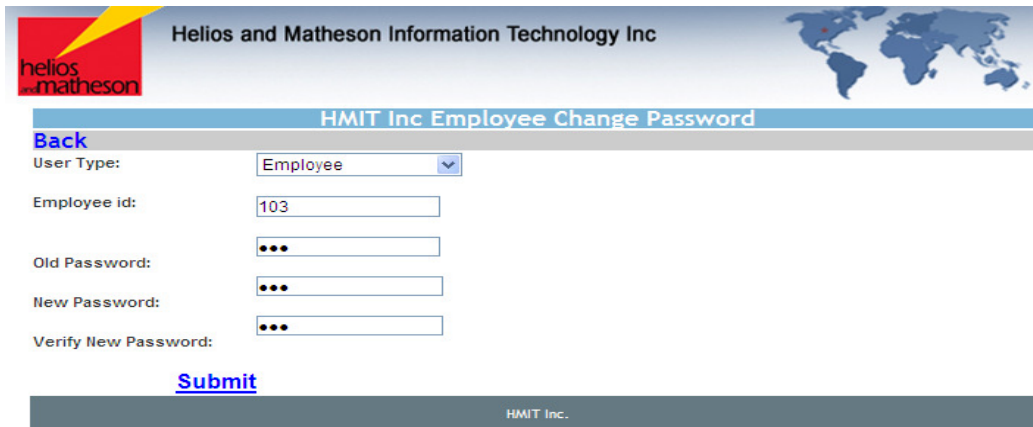
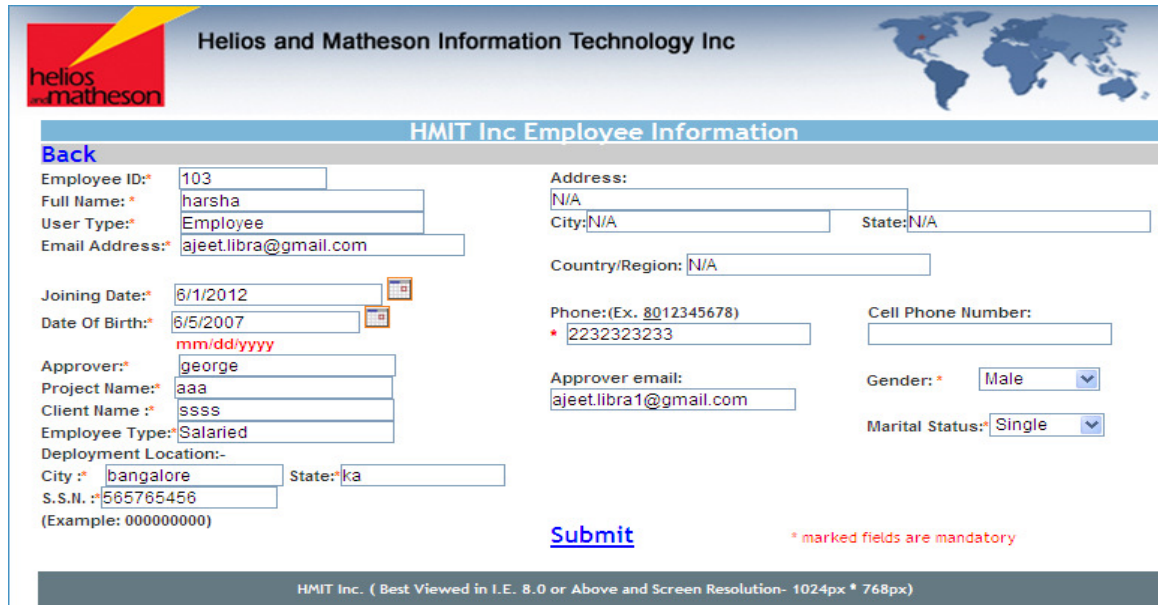


Illustration - 8

Above screen is applicable for both user types employee & manager selection option will be different

After changing the password you will be redirected to HMIT Inc. Employee Information page to complete the registration with filling most required data fields (in first time login only)



Helios and Matheson Information Technology Inc

HMIT Inc Employee Information

[Back](#)

Employee ID:* 103
 Full Name:* harsha
 User Type:* Employee
 Email Address:* ajeet.libra@gmail.com

Address: N/A
 City: N/A State: N/A
 Country/Region: N/A

Joining Date:* 6/1/2012
 Date Of Birth:* 6/5/2007
 Approver:* george
 Project Name:* aaa
 Client Name:* SSSS
 Employee Type:* Salaried
 Deployment Location:-
 City:* bangalore State:* ka
 S.S.N.:- 565765456
 (Example: 000000000)

Phone:(Ex. 8012345678)
 * 2232323233
 Cell Phone Number:
 Approver email:
 ajeet.libra1@gmail.com
 Gender:* Male
 Marital Status:* Single

[Submit](#) * marked fields are mandatory

HMIT Inc. (Best Viewed in I.E. 8.0 or Above and Screen Resolution- 1024px * 768px)

Illustration - 9

Above screen is applicable for both user types' employee & manager selection options will be different

If user wants to change the profile or any other information, can visit on this page through Main Menu->" Update Employee Information" link it will redirect in the same page as shown in above image. And previously added information fields will get filled automatically.

* mark fields are mandatory, to avoid unexpected exceptions please fill all * mark fields carefully and it should be in correct/prescribed format.

In this mandatory fields are employee id, full name, user type, email, joining date, date of birth, approver, project, client, employee type, deployment location city,state phone no., SSN number, date of birth, gender, marital status etc.

First you fill the employee id and then press check button, to check availability, if it is available it will display all prefilled data and if any mandatory field is empty it means you have to fill it before submitting, and then press submit to save the data, if any validation error is there it will not save the data or it will process the request, error message will be shown.

View Timesheet

[Back](#)

HMIT Inc Timesheet

Employee	Approver	Pay Cycle	Project	Client	Status
george	Ajeet	6/30/2012	aaa	ssss	Not Submitted

Year: * 2012 Approvers List: * Ajeet Emp. List: * george Cycle Ending Date: * 6/30/2012 [View](#)

Warning - Once Timesheet will get approved changes are not possible for any one

Project Name: aaa Client Name: SSSS Leaves Available on selected Account: 14 days

	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Unassigned	0	0	0	0	0	0	8	0	0	0	0	0	0	0	0	0	8
Paid Time Off	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Holiday	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Jury Duty	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bereavement Leave	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Hrs	0	0	8	8	8	8	8	0	0	0	0	0	0	0	0	0	40
Over Time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Download Attached Timesheet [HMTS USER MANUAL.docx](#)

Total Regular:	32
Total Special:	8
Total All Hrs:	40
Total Over Time:	0

Comment

1 2

Approved By || Consultant Sign || Date of Sign || Manager Sign || Date of Sign

Illustration - 10

Above screen is applicable for both user type's employee & manager but some selection options will be different

If user type is Client Approval, administrator will approve that timesheet, and administrator can see all the timesheet and all the messages sent by employee or manager for that particular employee and payment cycle. And also can send a message to that particular employee/manager, administrator will approve manager's timesheet.

In every visit in this section employee can see the available Leaves for current year on his/her account, this will maintain according to the filled hrs in PTO section and total leaves in a year.

Select year and then approver's list will populate, and then select an approver, and then employee list will populate (who comes under selected approver), select an employee, then payroll cycle ending dates will populate, select any one and press view, if data is there it will display the time sheet according to that particular selection criterion.

And top of the screen employee information will display

You can see the messages (send/ received) in bottom of the page of that particular employee and payment cycle and if employee has uploaded any attachment timesheet it will display a link of current pay cycle related attachment (that can be open & downloaded by clicking on the link(file name))

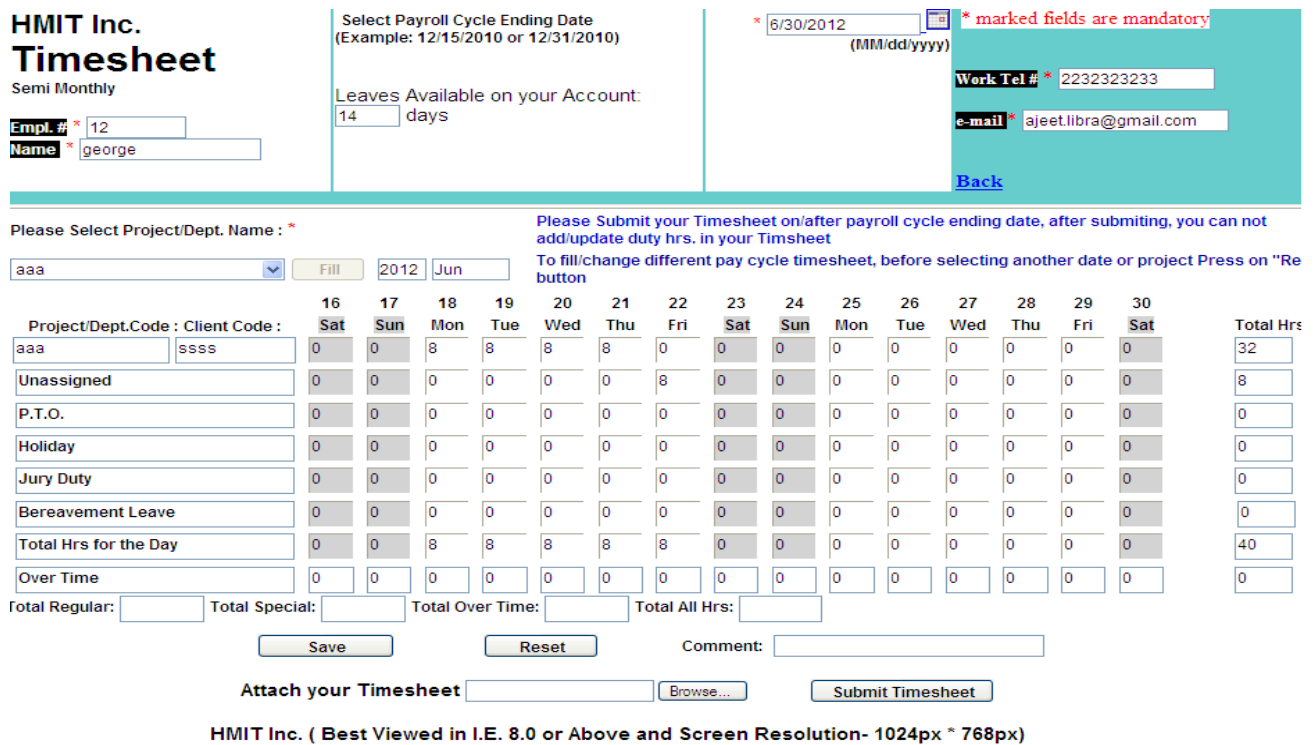
Next to this you will find 3 buttons and one text box and in some cases some buttons will not be shown It depends on user authentication.(i.e. if manager/approver is browsing the timesheet data then 2 buttons will appear "Approved", "re-send timesheet" and it will not for user type employee or manager/approver is browsing his/her own timesheet)

Download selected timesheet- complete above displayed data you can download in a excel file

Approved – if approver is satisfied with time sheet data, by pressing this button the selected timesheet will get approved.

re-send timesheet - once timesheet will get submitted, employee cannot make any changes on it, If any changes are required, employee will send the request message to approver(for this option we will discuss in employee module) after that approver will send comment message and press into **re-send timesheet** button after that only changes are possible. **Once again time sheet will get submitted after changes; employee cannot make any changes on it.** If approver and employee both satisfied with timesheet after that approver will approve the timesheet. After that messages will display that timesheet has approved. Once timesheet has submitted administrator, manager, employee can not make any changes.

Update Timesheet



HMIT Inc. Timesheet
Semi Monthly

Empl. # * 12
Name * george

Select Payroll Cycle Ending Date
(Example: 12/15/2010 or 12/31/2010)
6/30/2012 (MM/dd/yyyy) * marked fields are mandatory

Leaves Available on your Account:
14 days

Work Tel # * 2232323233
e-mail * ajeet.libra@gmail.com

Back

Please Select Project/Dept. Name : *
aaa Fill 2012 Jun

Please Submit your Timesheet on/after payroll cycle ending date, after submitting, you can not add/update duty hrs. in your Timesheet
To fill/change different pay cycle timesheet, before selecting another date or project Press on "Re button"

Project/Dept.Code : Client Code :	16 Sat	17 Sun	18 Mon	19 Tue	20 Wed	21 Thu	22 Fri	23 Sat	24 Sun	25 Mon	26 Tue	27 Wed	28 Thu	29 Fri	30 Sat	Total Hrs
aaa ssss	0	0	8	8	8	8	0	0	0	0	0	0	0	0	0	32
Unassigned	0	0	0	0	0	0	8	0	0	0	0	0	0	0	0	8
P.T.O.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Holiday	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Jury Duty	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bereavement Leave	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Hrs for the Day	0	0	8	8	8	8	8	0	0	0	0	0	0	0	0	40
Over Time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total Regular: Total Special: Total Over Time: Total All Hrs:

Save Reset Comment:

Attach your Timesheet Browse... Submit Timesheet

HMIT Inc. (Best Viewed in I.E. 8.0 or Above and Screen Resolution- 1024px * 768px)

Illustration - 11

above screen is applicable for both user types employee & manager

1. **Update Timesheet:** - Manager will update his/her own timesheet by filling daily duty hrs.

In this user selects the payroll cycle, selects the project and clicks on the fill button. Payroll cycle form will be displayed, and then fill the hrs for that payroll cycle according to his working hours in zero filled text boxes.

Note: if you are filling timesheet hrs before cycle ending date, hrs can be filled only up to today's date, rest you cannot fill, if you are filling it in/after the cycle ending date then you can fill it (there are two payrolls cycle ending dates in a month 15th and month ending date).

In every visit in this section employee can see the available Leaves for current year on his/her account, this will maintain according to the filled hrs in PTO section and total leaves in a year.

Once he/she fills the hours (completed pay cycle/before completing pay cycle)

User has to press “save” button for so many calculations and validation, this can be done by pressing “Submit Timesheet” also but this “Save” button is for preserve the data if it got filled before cycle ending date,

If you are doing it by pressing “Submit Timesheet” button data will save as final timesheet up to that date not up to the cycle ending date, after that it will submit and go to approver/manager to approve that incomplete timesheet,

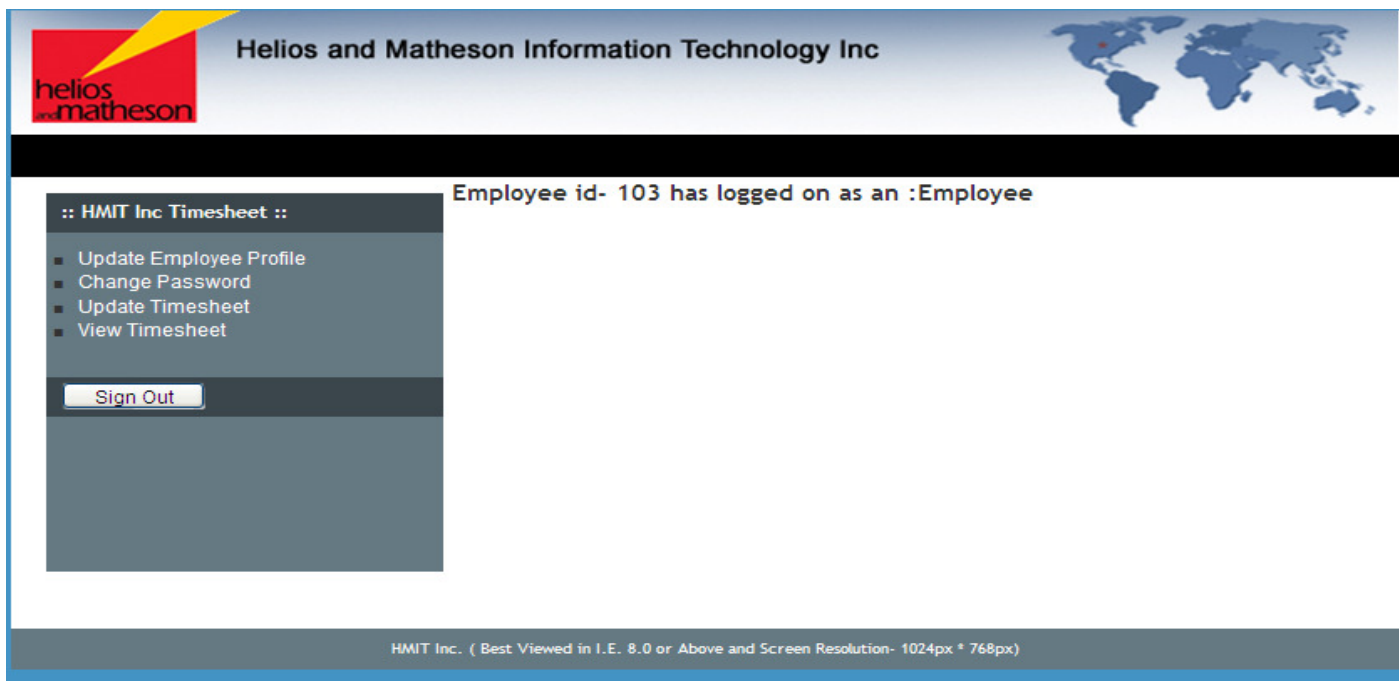
timesheet correctly, he/she will submit the timesheet and if he/she wants to send any comment/message to the approver/manager, it also can be done, he/she has to type any message/comment on comment text box and submit the timesheet.

Once timesheet has been submitted, employee cannot update his/her timesheet. If he/she wants to change his timesheet Hours then he/she has to send a request message to his/her approver/manager, request can be send through the comment message.

Once timesheet has approved by approver, no more changes are allowed from either side.

If he/she wants to fill other pay cycle timesheet, first of all he/she has to press on “Reset” Button, and then select second payroll cycle ending date and project and click on “fill” button. Then he/she will be able to fill his/her selected timesheet, press “Save” Button, if it is completed for selected payroll cycle and want to attach the timesheet file browse and select file to be attached and submit it for approval by pressing “Submit Timesheet” button.

User Type – Employee



Helios and Matheson Information Technology Inc

Employee id- 103 has logged on as an :Employee

:: HMIT Inc Timesheet ::

- Update Employee Profile
- Change Password
- Update Timesheet
- View Timesheet

Sign Out

HMIT Inc. (Best Viewed in I.E. 8.0 or Above and Screen Resolution- 1024px * 768px)

Illustration - 12

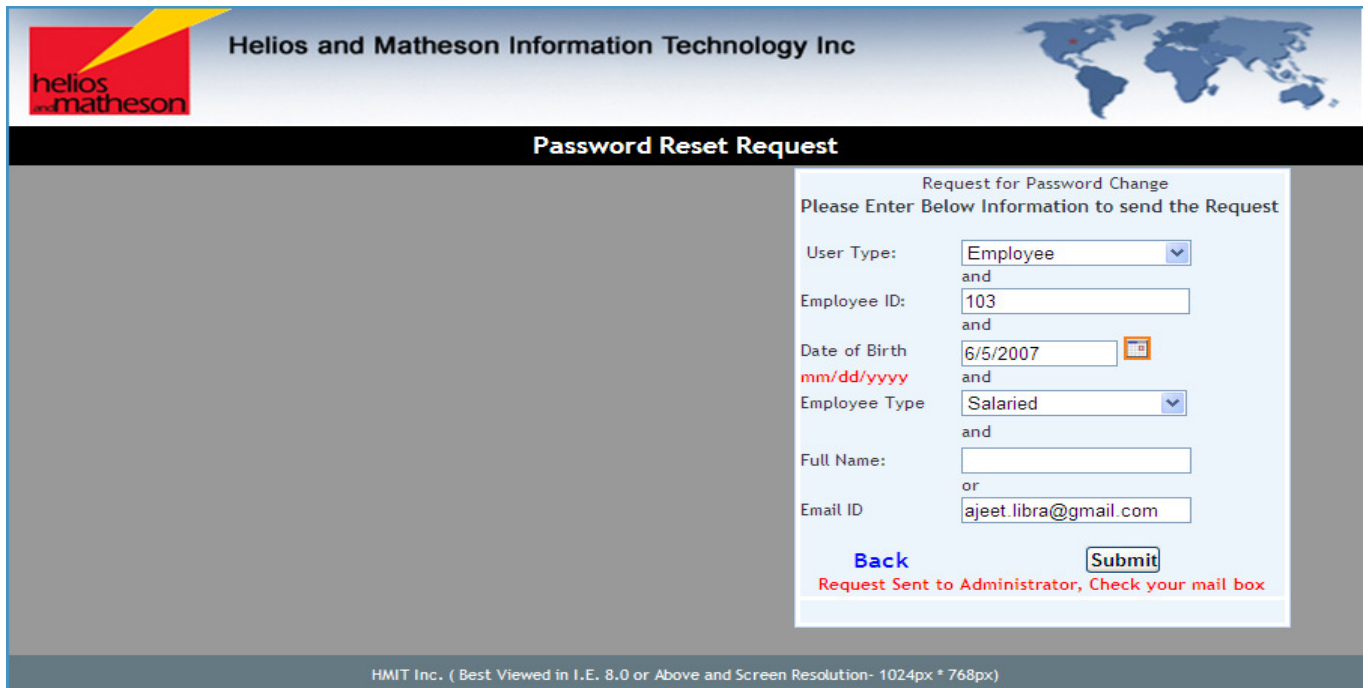
Employee menu- After Successful Login (not first time) with Employee id and Password, this web page will appear message will be displayed “user - id has logged on as an Employee. In this window we have below options-

1. Update employee profile
2. Change password
3. Update Timesheet
4. View Timesheet

1. Update employee:-

Employee will update only his/her own profile, but he/she cannot update any other employee’s profile, he/she can’t change/update his/her own SSN no. and DOB. If he/she wants to change his/her SSN no. then he will contact to his administrator. He/she can change his/her date of birth, cell no., gender and marital status without any permission. After updating his/her profile, he will click on submit button then message will display that profile updated successfully.

2. Reset Password:-



The screenshot shows a web page for Helios and Matheson Information Technology Inc. with a world map in the background. The main heading is "Password Reset Request". Below it, there is a form titled "Request for Password Change" with the instruction "Please Enter Below Information to send the Request". The form contains the following fields:

- User Type: A dropdown menu with "Employee" selected.
- Employee ID: A text box containing "103".
- Date of Birth: A text box containing "6/5/2007" with a calendar icon.
- Employee Type: A dropdown menu with "Salaried" selected.
- Full Name: A text box.
- Email ID: A text box containing "ajeet.libra@gmail.com".

At the bottom of the form, there are two buttons: "Back" and "Submit". Below the "Submit" button, a red message reads: "Request Sent to Administrator, Check your mail box". At the very bottom of the page, a small footer text says: "HMIT Inc. (Best Viewed in I.E. 8.0 or Above and Screen Resolution- 1024px * 768px)".

Illustration - 13

If employee is not able to login HMTS due to loss of password, click on “Can’t Sign in” link Password Reset page will open, in this you need to enter some personal information for authorization confirmation and click on “Submit” button, if entered information match with your account information your request will be sent to the administrator to reset the password and you will be getting a confirmation email and after Resetting the password you will be informed on email.

2. Change Password:-

If employee wants to change the password, he/she can change his/her own password, employee has no rights to change the password of any other employee, to change the password, first employee will enter his/her old password, then enter his/her new password after that verify new password and click on submit button. Message will be displayed that password has been changed successfully

3. Update timesheet:-

Employee will update his/her own timesheet. Timesheet shows how many hours an employee has worked in one payroll cycle. An employee fills his/her Timesheet according to his work hours in selected payroll cycle. An employee can fill only his/her timesheet. Once timesheet will get filled press “save” button, an employee can update his/her current Payroll time sheet daily and also last pay cycle timesheet (if it is not submitted for approval).

Once timesheet will get submitted by pressing “submit” button for approval, employee cannot update his/her timesheet, if employee wants to change/update that timesheet then he/she has to contact to his/her approver/manager. Approver will give the permission with comments and the timesheet to employee. Once timesheet will get approved changes are not possible for anyone

4. View timesheet:-

Employee can see only his timesheet. He cannot do any activity on the view timesheet. He can see both payroll cycle and comments given by manager or him.

Note: Please feel free to contact us in case you have any further queries or suggestions

Help us to improve this system to serve you better.

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Warm Regards,

Ajeet Singh

Software Engineer

Helios and Matheson Global Services

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